# **Employee Post-Travel Disclosure of Travel Expenses**

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2019 MAY 20 TAM ILTEDTA

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	Rule 35.2(a) and (c), I m for me. I also certify that		·	travel expenses that have been or	v
	oloyee Pre-Travel Author vate Sponsor Travel Cer	•	<del></del>	ry, invitee list, etc.)	
Private Sponsor(s) (la	ist all): The Aspen In	stitute Inc. (Socrate	es Program) ("AIS	SP")	
Travel date(s): May	10 -12, 2019				
Name of accompany	ing family member (if ar	ny):		•	
	eler: Spouse (		,		
IF THE COST OF LOI INCLUDE LODGING Expenses for Emplo	COSTS IN EMPLOYEE	EASE DUE TO THE ACE EXPENSES. (Attach add:  Lodging Expenses	itional pages if necessar	<u> </u>	ľ
	Expenses	rouging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
☐ Good Faith Estimate  ☑ Actual Amount	\$101.20 for bus	\$246.26 for two nights	\$177.39 for breakfast, lunch, and dinner for two days	\$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning)	
Expenses for Accom	panying Spouse or De	pendent Child (if appli	cable):	<u> </u>	
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
☐ Good Faith Estimate					
☐ Actual Amount					
Provide a descriptio necessary.): Partici	n of all meetings and ever pated in a Socrates	ents attended. See Sena Seminar to discuss	te Rule 35.2(c)(6). (a) leadership, respo	Attach additional pages if onsible governance,	
·-	Congress at the Asp				
55/30/19 (Date)	Alaura M. (Printed no	Ervin  ame of traveler)		Signature of traveler)	
<b>9</b> ` ´	·	,		(~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
	ED BY SUPERVISING	•		•	
I have made a determ	imation that the expense	s set out above in conn	ections with travel de	scribed in the Employee Pre-Trave	el

Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Date)

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

# **EMPLOYEE PRE-TRAVEL AUTHORIZATION**

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website

ETHIC APR18'19ph 5:43

Form RE-1

at ethics.senate.gov. Retain a copy of your en required post-travel disclosure.	ntire pre-travel submission for your
Name of Traveler:	Alaura M Ervin
Employing Office/Committee:	Senator Tim Scott
Private Sponsor(s) (list all): The Aspen Inst	titute
Travel date(s): Friday, May 10, 2019 to S	unday May 12, 2019  any reason you must notify the Committee.
Destination(s): Queenstown, Maryland	uny reason you must norgy me Comminee.
	to the traveler's official or representational duties:
efforts to track legislation for constituent response contemporary issues through expert-moderated	Senator on legislative developments in assigned issue areas and serve as a liaison building coalitions on various initiatives and managing Legislative Correspondents es. This seminar will provide an educational experience by exchanging ideas on dialogue with bi-partisan and bicameral professional staffers. This program will also low them to explore current leadership challenges while sharing differing viewpoints
Name of accompanying family member (if any Relationship to Employee: Spouse C	
I certify that the information contained in this to the second se	form is true, complete and correct to the best of my knowledge:  (Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENAT Secretary for the Majority, Secretary for the Minori	TOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, ty, and Chaplain):
I,Senator Tim Scott	hereby authorize Alaura M Ervin
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event describe	ecept payment or reimbursement for necessary transportation, lodging, and ed above. I have determined that this travel is in connection with his or her and will not create the appearance that he or she is using public office for
I have also determined that the attendance of the of the Senate. (signify "yes" by checking box)	ne employee's spouse or child is appropriate to assist in the representation
(Date) (Revised 10/19/15)	(Signature of Supervising Senator/Officer)  Form RF-1



#### Dear Alaura,

I am pleased to let you know that your application was successful, and you have been selected to participate in the Emerging Governance Leaders Seminar Series at the Aspen Institute Wye Campus located in Queenstown, Maryland from May 10-12, 2019.

The Socrates Program will provide shuttles departing from Capitol Hill to Wye on Friday, May 10<sup>th</sup> at 5:00 p.m. and returning on Sunday, May 12<sup>th</sup> at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms to the Ethics Committee and secure approval. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

Please submit all required documentation to the Ethics Committee by Wednesday, April 10, 2019: 1) Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Pre-Traveler Authorization Form, available on the Ethics website, <a href="https://www.ethics.senate.gov/public/index.cfm/travel">https://www.ethics.senate.gov/public/index.cfm/travel</a>. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.

Here are a few additional items to facilitate your planning:

Participant Questionnaire – please complete the attached Participant Questionnaire and return to Carly Raizon by Monday, April 15<sup>th</sup>.

Lodging – participants will all be staying at the Aspen Institute's Wye River Conference Center in Queenstown, Maryland.

Seminar materials – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions, please feel free to call Socrates Program Manager, Cynthia Querio at 202-736-3550.

Kind Regards,

Cordell Carter, II | The Aspen Institute

Director, Socrates Program

2300 N St. NW, Suite 700
Washington, DC 20037
(202)736-2922
cordell.carter@aspeninstitute.org

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): The Aspen Institute Inc. (Socrates Program) ("AISP")
2.	Description of the trip: The AISP is sponsoring a Socrates seminar to discuss leadership,
	responsible governance and the role of Congress.
3.	Dates of travel: May 10 -12, 2019
4.	Place of travel: Queenstown, Maryland
5.	Name and title of Senate invitees: See attached.
6.	I certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
<b>7.</b>	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that:  The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a
	foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.  - OR -
	<ul> <li>□ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).</li> <li>- OR -</li> </ul>
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · ·
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted
	the trip (including selected the participants, developed the agenda, planned the seminar and coordinated
	the travel). (See attached Appendix)
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose
	mission is to foster leadership based on enduring values and provide a non-partisan forum for the
	exchange of ideas. (See attached Appendix)
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional
	trips; the Socrates Program, specifically, also has conducted congressional trips.
	· · · · · · · · · · · · · · · · · · ·

	organizes numerous ed	ucational activities, ir	ncluding briefings, rou	ndtables, forums
and conferences for a	a diverse range of atter	ndees including feder	al and state policymal	kers, business and
organization leaders,	members of the press	and the general publ	lic. (See attached App	endix.)
Total Expenses for Ea	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith estimate  Actual Amounts	\$78 for bus	\$236 for two nights (\$118 per night)	\$142 for breakfast, lunch, and dinner for two days (\$71 per day)	\$47 per day for conference room fees (includes meeting facilities set up/take down cleaning)
				•
participation or b) the congressional particip	rip involves an event the trip involves an event eation:  n event that is organize	that is arranged or or	ganized specifically w	vith regard to
participation or b) the congressional participation.  B) The trip involves a	trip involves an event eation:	that is arranged or or	ganized specifically w	vith regard to
participation or b) the congressional participation B) The trip involves a Reason for selecting to	e trip involves an event eation: n event that is organize	that is arranged or or ed specifically with rest	ganized specifically was	participation.
participation or b) the congressional participation B) The trip involves a Reason for selecting to	trip involves an event eation: n event that is organize the location of the even	that is arranged or or ed specifically with rest	ganized specifically was	participation.
Participation or b) the congressional participation B) The trip involves a Reason for selecting to The conference center and moderator(s).  Name and location of	trip involves an event pation: n event that is organize the location of the even er is close to Washingto	that is arranged or or ed specifically with reson, DC, which provide facility:	ganized specifically was	participation.
Participation or b) the congressional participation B) The trip involves a Reason for selecting to The conference center and moderator(s).  Name and location of	trip involves an event pation:  n event that is organize  he location of the even er is close to Washingto	that is arranged or or ed specifically with reson, DC, which provide facility:	ganized specifically was	participation.
Participation or b) the congressional participation B) The trip involves a Reason for selecting to The conference center and moderator(s).  Name and location of Wye River Conference	trip involves an event pation: n event that is organize the location of the even er is close to Washingto	that is arranged or or ed specifically with reson, DC, which provide facility:  Or, Queenstown, MD	ganized specifically was	participation.

Center property.

l.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:		
	Rooms are \$118/ day, which reflects the per diem limit.		
	Meals are \$71/day, which reflects the per diem limit.		
2.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:		
	Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and		
	the conference center.		
•	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).		
	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:  None		
	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor):  Signature of Travel Sponsor:		
	Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Program		
	Name of Organization: The Aspen Institute		
	Address: 2300 N Street NW, Washington DC 20037		
	Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)		
	Fax Number: 202-467-0790		
	E-mail Address: lisa.jones@aspeninstitute.org		

Appendix to Private Sponsor Travel Certification Form, Aspen Institute Socrates Program for the Emerging Governance Leaders Seminar, May 10-12, 2019

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) —The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.



#5. Name and titles of Senate invitees. This was an open application process and the following list is of the accepted attendees:

#### Ms. Elizabeth Coats

Staff Assistant

U.S. Senate Committee on Appropriations

## Mr. Anthony Mitchell

Legislative Correspondent
Office of Senator Jeff Merkley

#### Ms. Alaura Ervin

Deputy Legislative Assistant Office of Senator Tim Scott

### Mr. Oliver Riquelme

Legislative Correspondent Office of Kirsten Gillibrand

#### Mr. Rachit Choksi

Oversight & Investigations Counsel U.S. Senate Committee on Environment and Public Works

## Mr. Wilson Shirley

Speech Writer

Office of Senator Roger Wicker



# **Emerging Governance Leaders Seminar**

Leadership & the Role of Congress

(Moderated by Dr. Colleen Shogan)

## Seminar Weekend Schedule

May 10-12, 2019
Aspen Institute Wye River Campus
Queenstown, Maryland
Seminar Location: River House

# Friday, May 10th

5:00 p.m. Shuttle departure from Capitol Hill

6:45 p.m. Shuttles arrives at Aspen Institute Wye River Campus

7:00 p.m. - 8:00 p.m. Check-In & Registration

River House

8:00 p.m. – 9:30 p.m. Socrates Opening Dinner and Program

"Responsible Governance and Your Role in Congress"

A conversation addressing norms of governance, hyperpartisanship, political polarization, and the experiences of

Congressional staffers.

Moderated by Cordell Carter, Socrates Program Director

River House Dining Room

Saturday, May 11th

7:45 a.m. – 9:00 a.m. Breakfast

River House Dining Room

9:00 a.m. – 12:00 p.m. Seminar Session I: The Evolution of Congress: How Did We

Get Here?

River House Main Conference Room

Seminar discussion based on the following texts and videos:

Origins:

 Hamilton or Madison, "No. 57" and "No. 63," The Federalist Papers, 1788



- Davidson, Oleszek, Lee, and Schickler. "Institutional Evolution," Congress and Its Members
- Nelson Polsby, "Causes of Liberalization: Rise of the Two Party South," and "How Congress Evolves: Overview of the House," How Congress Evolves
- Barbara Sinclair, "The New World of U.S. Senators,"
   Congress Reconsidered

# What Does It Mean to Represent? Mr. Smith versus Charlie Wilson

- "Mr. Smith Goes To Washington" movie clip. 1939
- "Charlie Wilson's War" movie clip. 2007

10:30 a.m. - 10:45 a.m.

## Morning Break

River House Break Room

12:00 p.m. – 1:00 p.m.

Working Lunch with Discussion of Seminar Session I

Conversation will consider the evolution of Congress and what it means to represent constituents and communities.

River House Dining Room

1:00 p.m. - 4:00 p.m.

# Seminar Session II: Congress and Its Governance Challenges

River House Main Conference Room

Seminar discussion based on the following texts:

- Davidson Oleszek, Lee, and Schickler. "Congress as Institution," Congress and Its Members
- Barbara Sinclair, "Assessing Unorthodox Lawmaking,"
   Unorthodox Lawmaking

## Resources and Knowledge in Congress

- Kevin Kosar and various authors, "Restoring Congress as the First Branch." R Street Policy Study No. 50
- Colleen Shogan, "The Knowledge Culture of Congress," Leg Branch Blog
- Matthew Glassman, "Why Congress Doesn't Always
  Do The Right Thing." New York Times

### Technology and Changing Norms of Representation

- Samantha McDonald, "Staff Perspectives on the State of Constituent Correspondence in the U.S. Congress," Leg Branch Blog
- Lorelei Kelley and Robert Bjarnason, "Our Modern Congress Doesn't Understand 21st Century Technology," *TechCrunch*, March 6, 2018



## Partisanship and Policymaking

- Sarah Binder, "Legislating in Polarized Times,"
  - · Congress Reconsidered

2:30 p.m. - 2:45 p.m.

Afternoon Break

River House Break Room

4:30 p.m. - 6:30 p.m.

## Historical Tour of Wye

The Aspen Institute Wye campus is a site imbued with historical moments in American political discourse and policy decisions – from early days as the home of William Paca, a signer of the Declaration of Independence and the third governor of Maryland, to more recent moments as the site for negotiations between Israel and the Palestine Authority. This historical tour will connect the seminar to place and embody the rich history of American discourse and governing in Washington and beyond.

Wye Campus

7:00 p.m. - 8:30 p.m.

## Working Dinner with Discussion of Seminar Session II

Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

River House Dining Room

8:45 p.m. - 10:00 p.m.

#### Fireside Chat

"Life & Lessons in Congress"

A conversation with William Hoagland, Bipartisan Policy Center Senior Vice President and Lorelei Kelly, Fellow-In-Residence at the Georgetown University Beeck Center for Social Impact + Innovation

Conversation will cover the personal and professional realities of pursuing a career as a congressional staffer and juxtapose them with the larger implications of representing congress, focusing on how congress's role as the interlocutor of the American people, particularly in the digital age, is evolving, and with it the roles and responsibilities of its staff.

Moderated by Cordell Carter, Socrates Program Director River House Library



# Sunday, May 12th

7:45 a.m. - 9:00 a.m.

Breakfast

River House Dining Room

9:00 a.m. - 12:00 p.m.

Seminar Session III: Congressional Reform

River House Main Conference Room

Seminar discussion based on the following texts:

What's Working Well and What Isn't

 Colleen Shogan, "Defense Authorization: The Senate's Last Best Hope," Party and Procedure in the United States Congress

Josh Huder, "Democrats Want to Modernize the House.
 Good Luck With That," The Washington Post

Reform Proposals

 Zach Graves, "Rebuilding a Technology Assessment Office in Congress," R Street Policy Study 152

Congressional Institute, "Congressional Reform Concepts"

Jim Newell, "The Shutdown to End All Shutdowns,"
 Slate

10:30 a.m. – 10:45 a.m.

Morning Break

River House Break Room

12:00 p.m.

Check-out

12:00 p.m. – 1:00 p.m.

Working Lunch with Discussion of Seminar Session III

Conversation will consider the Articles 1 and 2 of the

Constitution, and how foundations of the U.S. government
inform and influence the role of Congress today.

River House Dining Room

1:00 p.m.

Shuttle departs for Capitol Hill

2:30 pm

Shuttle drops off participants